

System Administrator Mississippi Electronic Courts

The Supreme Court of Mississippi is seeking an experienced System Administrator for the Mississippi Electronic Courts (“MEC”) division. This is a full-time position with the Supreme Court of Mississippi located in Jackson, MS and offers paid time off, health insurance, state retirement, and other State of Mississippi employee benefits.

Required Qualifications:

- At least two years administration experience in a Linux/Unix environment supporting business critical systems.
- Knowledge of relational database environments, and experience tuning existing and creating new databases.
- Strong network troubleshooting and problem-solving skills.
- Hands-on experience with VMware.
- Experience developing shell scripts.
- Ability to interact effectively with a wide variety of personalities both inside and outside of the organization.
- Must be able to learn, understand, and successfully communicate workflow to business staff.
- Strong analytical and critical thinking skills.
- Ability to work within a team environment and independently.
- Must work well under pressure.
- Must be a U.S. citizen.

Additional Preferred Qualifications/Certifications:

- Linux+
- RHCSA
- Experience with Apache, PostgreSQL, Perl, Red Hat Enterprise Linux, and Networking is a plus.

Essential Duties and Responsibilities:

- Maintain the State of Mississippi's case management and e-filing system (MEC).
- Identify and document opportunities for product enhancements and report product issues for review and resolution.
- Monitor and track system performance and make recommendations to enhance system performance.
- Troubleshoot and resolve incidents or escalate to the appropriate groups for

resolution.

- Learn and maintain detailed working knowledge of the MEC system and all supporting software.
- Work after business hours to deploy code and run OS updates.
- On call after hours and over weekends in the event of emergency system issues.
- Executes all other duties and tasks as assigned by management.

Education Requirements:

- Bachelor's or Master's degree from an accredited four-year college or university in a computer related field of study;

AND

- Two (2) years of experience related to the described duties.

-OR-

- Associate's degree from an accredited two-year college in a computer related field of study;

AND

- Four (4) years of experience related to the described duties.

Compensation and Benefits:

This is a full-time position with a starting salary range of \$48,000.00 to \$58,000.00 per year. The starting salary offered for this position will be based on selected candidate qualifications and experience.

This position will receive State of Mississippi employee benefits, which offers health, dental, vision, and life insurance, paid state holidays, state retirement (PERS), deferred compensation, and paid vacation and medical leave.

Application Process:

Interested applicants should submit a résumé detailing personal, educational, and professional background, three professional references, and a cover letter. E-mail applications are accepted and preferred.

All qualified individuals interested in this position should submit the required documentation to:

Nathan Evans, Director
Mississippi Electronic Courts
P.O. Box 117
Jackson, MS 39205
nathan.evans@mec.ms.gov

Applicants are encouraged to apply as soon as possible. MEC reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position at any time, any of which may occur without any prior written or other notice.

The candidate selected for this position will serve at the will and pleasure of the Supreme Court of Mississippi.

The Supreme Court of Mississippi is an Equal Opportunity Employer.